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**From:** Salemi, Charles (DPH)  
**Sent:** Tuesday, April 20, 2010 1:50 PM  
**To:** Hanchett, James (DPH)  
**Subject:** ot sheet

Jim, Della usually puts all the people who earned OT on one sheet, down on the bottom of the sheet. The OT account is 4516-1000. Then you fax that sheet to personnel when you fax your timelogs over. Chuck